Administration for Children and Families

Administration on Children, Youth and Families

Personal Responsibility Education Program Innovative Strategies
HHS-2016-ACF-ACYF-AP-1153
Application Due Date: 06/27/2016

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Department of Health & Human Services
Administration for Children and Families

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Executive Summary

Notices:

- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants Page at** http://www.acf.hhs.gov/grants/howto.

The Administration for Families and Children (ACF), Administration on Children, Youth and Families' (ACYF) Family and Youth Services Bureau (FYSB) will be accepting applications from local organizations and entities, including faith-based organizations to develop, implement and test innovative adolescent pregnancy prevention strategies for the Personal Responsibility Education Program Innovative Strategies (PREIS) Program. This program targets services to high-risk, vulnerable, and culturally underrepresented youth populations. This includes youth in foster care, runaway and homeless youth, youth with HIV/AIDS, pregnant and parenting youth who are under 21 years of age and their partners, youth who have been trafficked, rural youth, and youth residing in high teen birth rate areas. Projects are required to implement at least three of six adulthood preparation subjects: healthy relationships, adolescent development, financial literacy, parent-child communication, educational and career success, and healthy life skills. Successful applicants are expected to implement rigorous evaluations conducted by independent, third-party evaluators. Acceptable evaluation designs include randomized controlled trials with participants randomly assigned to intervention and control groups or strong quasi-experimental designs. A minimum of 20 percent of grant awards must be dedicated to evaluation activities.

I. Program Description

Statutory Authority

The Personal Responsibility Education Program (PREP) is authorized and funded by Section 513 of the Social Security Act (42 U.S.C. § 713). Section 2953 of the Patient Protection and Affordable Care Act of 2010 (Public Law (Pub. L.) 111-148) established PREP and funded it for fiscal years (FY) 2010 through 2014. Section 206 of the Protecting Access to Medicare Act of 2014 (Pub. L. 113-93) extended that funding through FY 2015. Section 215 of the Medicare Access and the Children's Health Insurance Program (CHIP) Reauthorization Act of 2015 (Pub. L. 114-10) extended funding through FY 2017. Specific authority for the PREIS grants is provided by Section 513(c)(1) of the Social Security Act (42 U.S.C. § 713(c)(1)).

Description

BACKGROUND

The PREIS program supports the implementation and evaluation of innovative strategies that previously have not been rigorously evaluated to effectively educate youth on the prevention of adolescent pregnancy, sexually transmitted infections (STIs), and HIV/AIDS. Interventions must address at least three of six adulthood preparation subjects. PREIS programs address sexual risk and protective factors and target youth populations that are the most high risk for pregnancy.

In 2014 the United States (U.S.) teen birth rate fell to an all-time low, "birth rates for teenagers fell 9% from 2013 to 2014, to 24.2 births per 1,000 females ages 15-19."[1] Teen birth rates declined for all groups. The teen birth rate fell 7 percent for non-Hispanic white teens, 9 percent for Hispanic, 11 percent for non-Hispanic black, and 12 percent for American Indian/Alaska Native (AI/AN) compared with 2013.[2] Although there has been a significant decline in the teen birth rate for all groups, disparities still exist. Hispanic/Latino youth, AI/AN youth, and socioeconomically disadvantaged youth of any race or ethnicity experience the highest rates of teen pregnancy and childbirth.

PREIS programs address disparities in teen births through the implementation and evaluation of innovative strategies. Although there is a growing body of research on teen pregnancy among general youth populations, gaps related to various high risk and vulnerable youth populations remain. The purpose of the PREIS program is to build the evidence base for adolescent pregnancy prevention interventions that are effective with high risk and vulnerable youth populations and fill gaps with new promising program models (i.e., interventions effective with a particular youth population such as AI/AN youth or youth involved in the juvenile justice system).

Promoting Healthy Transitions to Adulthood Through Positive Youth Development

FYSB is committed to promoting the behavioral health and social and emotional well-being of vulnerable young people through a strengths-based, positive youth development (PYD) approach. Historically, many programs concentrated on a specific problem behavior, like teen sexual activity, and involved narrowly focused interventions and educational activities for that problem. The increasing body of research on risk and protective factors, however, has highlighted the important roles that multiple aspects of young people's attitudes, behaviors, relationships, and environments have in predicting problem behaviors like early sexual

activity.[3]

Moreover, at least two rigorous reviews of the evidence on teen pregnancy prevention programs indicate that particularly effective interventions are those that use multi-component youth development approaches serving high-risk populations.[4][5] This body of research indicates that programs need to address broader aspects of youths' social-emotional well-being in order to positively impact risky sexual behavior. PYD programs not only address early sexual activity, but they also address the risk and protective factors in young people's lives that are known to influence sexual activity.

The purpose of PYD is to engage youth within their communities, schools, organizations, peer groups, and families to be more productive and constructive. The program helps recognize, use, and enhance youths' strengths. It provides opportunities for young people to prepare for the successful transition to adulthood and positive relationships. PYD also provides the support needed for youth to build their skills, sense of mastery, and leadership ability. PYD programming promotes social skills development, emotional competence, positive relationships with peers and adults, and civic and school engagement. Typical elements of PYD program models include on-going, structured activities that facilitate progressive skill-building, positive interactions between youth, peers, and adults, and high levels of youth participation and engagement.

PREIS PROGRAM OVERVIEW

PREIS Program Goals and Objectives

The goals of the PREIS program are to reduce pregnancies, births, and STIs including HIV/AIDS among high-risk youth populations. The overall objectives of the PREIS program are:

1. Target those youth populations that are at highest risk of teen pregnancy to prevent adolescent pregnancy and STIs including HIV/AIDS;
2. Rigorously evaluate the interventions using a quasi-experimental design or a randomized controlled trial;
3. Manualize and package the curriculum; and
4. Disseminate lessons learned, best practices, and relevant findings.

Target Population

PREIS efforts are dedicated to the implementation and evaluation of innovative, adolescent pregnancy prevention strategies that target youth populations that are the most high-risk or vulnerable for pregnancies including culturally under-represented youth populations, youth in foster care, runaway and homeless youth, youth with HIV/AIDS, pregnant women who are under 21 years of age and their partners, mothers who are under 21 years of age and their partners, and youth residing in areas with high birth rates for youth. Additional youth populations that are high-risk for pregnancies are Hispanic, African-American, or AI/AN youth; youth involved in the juvenile justice system; rural youth; out of school youth; fathers who are under 21 years of age; youth who are at risk of being or have been trafficked; and lesbian, gay, bisexual, transgendered, and questioning (LGBTQ) youth. Youth are defined as those who are 10-19 years old (42 U.S.C. § 713(e)(4)), except in the case of pregnant and parenting youth, which may include youth under 21 years old. (42 U.S.C. § 713(a)(1)(C)(III)).

All PREIS programs must consider the needs of LGBTQ youth. Programs must be inclusive of and non-stigmatizing toward such participants. Programs also must be welcoming and accessible to LGBTQ youth.

PREIS PROGRAM DESIGN

Under the PREIS program, the following requirements must be addressed:

1. Innovative Strategies
2. Adulthood Preparation Subjects (APS)
3. Trauma-informed care
4. Medical accuracy and age appropriateness
5. Access to healthcare and other services

Innovative Strategies

PREIS program strategies must be innovative. For the purposes of this funding opportunity announcement (FOA), this means "innovations are new products, programs, ideas or practices that are implemented, adopted or disseminated within groups, organizations or networks."[6] Innovative strategies are those that are tailored to the targeted population for a specific outcome. Proposed interventions must have relevant process evaluation findings and promising evidence of effectiveness or impact, but must not have been previously rigorously evaluated. This means that curriculum on the Department of Health and Human Services (HHS) Teen Pregnancy Prevention (TPP) Evidence Review http://tppevidencereview.aspe.hhs.gov are not eligible interventions for this funding.

Interventions must target youth at high risk for pregnancy and address relevant sexual risk and protective factors. Innovative strategies are broadly defined, but may include those that:

- Are technology-based and/or computer-based
- Use social media such as Facebook, Twitter, etc.
- Are implemented in non-traditional classroom settings including, but not limited to, runaway and homeless youth shelters, foster care placements, juvenile detention centers, and faith-based settings
- Use systems-level approaches (i.e. approaches that aim to affect not only the individual, but also multiple levels such as family, community, and institution)

Adulthood Preparation Subjects

At least three of the six APS subjects must be addressed in program implementation:

1. *Healthy relationships,* such as positive self-esteem and relationship dynamics, friendships, dating, romantic involvement, marriage, and family interactions.
2. *Adolescent development*, such as the development of healthy attitudes and values about adolescent growth and development, body image, racial and ethnic diversity, and other related subjects.
3. *Financial literacy,* such as budgeting, income, and financial planning.
4. *Parent-child communication*, such as strategies to increase parents' capacity to talk with their children about sexuality.
5. *Educational and career success,* such as developing skills for employment preparation,

job seeking, independent living, financial self-sufficiency, and work-place productivity.
6. *Healthy life skills*, such as goal-setting, decision-making, negotiation, communication and interpersonal skills, and stress management (42 U.S.C. § 713(b)(2)(c)).

Topics must be tailored and developed in appropriate ways to reflect the cultural, linguistic, and regional practices of the target population and the community. The selected adulthood preparation subjects must be assessed in the program evaluation through specific outcomes. Additional guidance on adulthood preparation subjects is provided to FYSB grantees and is available on the FYSB website at http://www.acf.hhs.gov/programs/fysb/content/programs/tpp/adult-prep-tip-sheet.pdf.

Trauma Informed Care

Interventions that work with vulnerable youth should take into account the trauma and mental health needs of many young people who have experienced maltreatment, abuse, or exposure to violence. Childhood abuse, neglect, and exposure to other traumatic stressors, known as adverse childhood experiences (ACEs), are common. The short- and long-term outcomes of these childhood exposures include a multitude of health and social problems, including early initiation of sexual activity and teen pregnancy.[7] These ACEs, in turn, have important implications for teen pregnancy.

For youth with experiences of trauma, this means that program planning should take into account underlying skills, competencies, and attitudes that improve basic psychosocial functioning across a range of life domains. For example, effective programming that supports mental health, development of coping strategies, and increased protective factors in a youth's life can minimize a young person's risk of problematic behavior and increase his or her capacity to thrive. Additional guidance can be found at http://ncfy.acf.hhs.gov/news/2015/09/5-tips-providing-trauma-informed-sex-education.

Medical Accuracy & Age Appropriateness

PREIS programs must provide "medically accurate and complete" information. For the purposes of this FOA, "medically accurate and complete" means verified or supported by the weight of research conducted in compliance with accepted scientific methods; and published in peer-reviewed journals, where applicable, or comprising information that leading professional organizations and agencies with relevant expertise in the field recognize as accurate, objective, and complete (See 42 U.S.C. § 713(e)(2)).

All programs must ensure that all information, curricula, and program materials for implementation are medically accurate and age appropriate. All program materials must provide medically accurate and up-to-date information for topics such as contraceptives and STIs. Programs will be expected to document the appropriate sources (e.g., Center for Disease Control and Prevention, National Institutes of Health, and peer-reviewed journals) for abstinence, contraceptives, STIs and/or HIV in all program materials.

PREIS programs must provide age-appropriate information and activities. The term "age-appropriate" means that topics, messages, and teaching methods are suitable to specific age groups of youth based upon varying capacities of cognitive, emotional, and behavioral development. Programs must verify that all final materials are age appropriate before the start of the implementation period.

Access to Healthcare and Other Services

PREIS programs must provide service referrals to other providers of health care services (e.g., substance abuse, family planning, mental health, and intimate partner violence) as needed. Programs should encourage the enrollment of eligible youth in assistance programs such as the Affordable Care Act, Medicaid and CHIP, or any other federal or state assistance program for which they may be eligible. PREIS allows programs to assist youth in finding services they need and making referrals, but such health services may not be paid for with PREIS funds. Programs are encouraged to develop partnerships to help facilitate these referrals and track the number and type of referral.

PREIS PROGRAM TIMELINE

Project Timeline

The PREIS program will be implemented in three phases. Phase 1 will begin upon award of the grant and focus on planning activities. Phase 1 activities and approval of implementation and evaluation plans must be completed within nine months of the grant award. Programs will be expected to submit evaluation plans, which may include evaluation abstracts and analysis plans, to FYSB using templates that are subject to Office of Management and Budget (OMB) approval under the Paperwork Reduction Act (PRA). For more information, please reference *Section I. Post-Award Requirements, Rigorous Evaluation.* Phase 2 will focus on the implementation of the intervention and evaluation activities and begins after all plans have been approved. Submission of intervention materials to FYSB is also subject to OMB approval under the PRA. Phase 2 activities must be completed by the end of Year 4. Phase 3 will focus on data management, data analysis, reporting, packaging, and dissemination and begins upon the successful completion of Phase 2 activities. Activities for each phase include:

Phase 1

- Develop and/or revise curriculum and training materials
- Have all intervention materials reviewed for medical accuracy and age appropriateness
- Train staff to deliver the intervention
- Develop fidelity monitoring tools
- Document the innovative strategy/approach to be evaluated, program implementation and service delivery
- Receive Institutional Review Board (IRB) approval
- Finalize Memoranda of Understanding (MOU) with partners
- Develop data collection instruments and protocols
- Develop and finalize evaluation plans
- Recruit implementation sites and youth participants
- Finalize and pilot test the intervention and all materials related to program implementation
- Develop a sustainability plan

Phase 2

- Obtain consent and assent forms from parents and participants for the program and the evaluation
- Implement the intervention and control/comparison group activities

- Conduct fidelity monitoring and supervision activities
- Conduct retention, tracking, and follow-up activities
- Collect performance measurement and evaluation data
- Disseminate findings through presentations

Phase 3

- Continue implementation of the intervention with control/comparison group participants (as applicable)
- Analyze outcome evaluation data
- Submit a final evaluation report to ACF
- Manualize and package the curriculum and training materials
- Expand sustainability activities
- Submit manuscript(s) in peer-reviewed journals to contribute to research
- Submit final evaluation findings to the HHS Teen Pregnancy Evidence Review
- Disseminate information related to program design, theory of change, implementation, and any early findings

In order to transition into the next phase, PREIS programs must successfully complete all activities within the previous phase.

PROGRAM EVALUATION OVERVIEW

PREIS programs will be expected to design and conduct a rigorous evaluation to determine the effectiveness of the innovative programs and/or approaches proposed.

Rigorous Evaluation

All PREIS evaluation designs must be rigorous in nature. Rigorous evaluations use one of two study designs to assess the impact of the intervention or approach: Randomized controlled trials (RCT) or high quality quasi-experimental designs (QED). Both designs require: 1) a treatment group that is eligible to receive the full intervention, and 2) a control/comparison group that will receive an alternative to the intervention or no intervention at all. RCT require random assignment of participants (or classrooms) to either the treatment group or a control group. QED are used when random assignment is not feasible; however, participants are still assigned to either the treatment or a comparison group. The HHS TPP Evidence Review has established criteria for rigorous evaluation designs. ACF expects all rigorous RCT designs to meet the HHS TPP Evidence Review criteria for a high quality rating and QED designs will be expected to meet the criteria for a moderate rating. Information about the ratings can be found at http://tppevidencereview.aspe.hhs.gov/ReviewProtocol.aspx.

Program Implementation and Delivery

In addition to a rigorous evaluation, PREIS programs will also be expected to use information collected under the program performance evaluation plan (See *Section IV.2 The Project Description, Program Performance Evaluation Plan*) and other sources to examine in close detail the function and form of the program services provided and the program delivery process with the goal of documenting the innovative strategy/approach that is being tested and how it was delivered (i.e., "implementation study" or a "process study").

Evaluation Questions

PREIS programs will be expected to have both primary and secondary evaluation questions. Primary evaluation questions must address quantitative outcomes related to, at a minimum, behaviors (and, if appropriate, also knowledge, attitudes, skills) that are related to reductions in sexual risk-taking, teen pregnancy, or STIs. All PREIS programs are required to have at least one measure of sexual risk behavior that are identified by the HHS TPP Evidence Review (e.g., initiation of sexual activity, frequency of sex, number of sexual partners, contraceptive use, STIs, and pregnancies and/or births). Secondary evaluation questions are questions of interest to the applicant that are related to the primary evaluation questions or program activities. These questions may include, but are not limited to:

- qualitative research related to sexual risk taking, program implementation, or program activities,
- other risk behaviors that co-occur with sexual risk-taking such as drug use and juvenile delinquency,
- risks that are specific to the target population, such as dating violence and suicide prevention,
- adult preparation subjects outlined in PREP legislation, and
- strengths or unique components of the overall program (i.e., mentoring, self-esteem, cultural identity).

Methodology

PREIS programs will be expected to collect data at no more than 4 time points: baseline, immediate post-intervention, short-term follow-up (up to 6 months post intervention), and long-term follow-up (9 months or more post intervention). PREIS programs with pregnancy and birth rate outcomes are expected to have more extended short-term and long-term follow-up time points (e.g., 12, 18, and 24 months). Programs proposing a design outside of these guidelines must provide justification. Prior to data collection, all programs must obtain IRB approval from local institutions. These local institutions may be IRBs of local evaluators, partner universities, or evaluation organizations. IRBs provide guidance regarding participant privacy and rights. General information about the HHS Protection of Human Subjects regulations can be obtained at   http://www.hhs.gov/ohrp.

All plans for obtaining consent and assent, data collection, and storage must address confidentiality and privacy of the information collected.

PREIS programs will be expected to engage in extensive activities related to recruiting, retaining, and tracking participants throughout the project to obtain a sample size that supports adequate statistical power to detect program impact. PREIS programs must ensure that staff have the adequate resources and time devoted to these efforts.

Evaluation Administration and Management

The leadership team of the PREIS program (e.g., Principal Investigator, Project Director, and Program Coordinator) must have experience with administering or managing program implementation and evaluation projects. This includes:

- Significant knowledge, education, and/or experience in program development, program implementation, and program evaluation.

- Experience supervising the implementation of a rigorous evaluation.
- Understanding of confidentiality and privacy of data protections.
- Experience supervising the collection and reporting of performance measure data and the use of performance measures for continuous quality improvement.
- Capacity and experience with recruiting, enrolling, retaining, and tracking a substantial number of participants from the target population.

All evaluation activities must be conducted by an independent, third-party evaluator. Internal evaluators are not permitted. Local evaluators may be universities, research organizations, evaluation consultants, or other institutions with experience in conducting rigorous evaluations that are similar in scope and size to the intervention or approach tested by the grantee.

All PREIS programs will be required to set aside at least 20 percent of their PREIS budget for evaluation purposes. Where necessary and following appropriate consultation, ACF may work with projects to adjust the level of evaluation funding post award to ensure that the RCT and QED designs are adequately funded.

POST AWARD REQUIREMENTS

The acceptance of federal funds under this FOA will signify agreement by the grantee that it will comply with the following requirements:

- Have Phase 1 project activities operating within at least 60 days following the Notice of Award for grant.
- Have facilitators/educators formally trained in the program model or elements of the program model by professionals who can provide follow-up technical assistance to facilitators.
- Document program implementation and service delivery.
- Obtain IRB approval from local institutions for all PREP performance measures and measures associated with the rigorous evaluation. Upon approval from the OMB, collect all of the federally developed PREP performance measures (grantee and all partners and subcontractors).
- Participate in evaluation activities; to include ACF contracted technical assistance for local evaluations that relate to this FOA.
- Submit all program materials to FYSB for medical accuracy review and complete recommended revisions prior to program implementation.
- Upon approval from OMB, submit program and financial reports in the recommended format (to be provided) in a timely manner to the Federal Project Officer and Grants Management Specialist (as requested).
- Budget annually, the cost of sending two to three key staff persons to attend the 3-day national teen pregnancy prevention grantee conference in the greater Washington, DC area, and 2 staff to one of three 2-day topical meeting for all grantees. The key staff in attendance at the annual conference must be one of the lead program staff and/or must be integrally involved in the collection of performance measures and the local evaluation data. Each meeting provides specific training and important program requirement updates.
- Participate in a grantee orientation webinar. The webinar will be held shortly after the

official award date.

- Pursuant to the data rights provision of the grants regulations, 45 CFR 75.322(d), ACF has the right to ask for data collected with ACF grant funding. The Federal Government has the right under 45 CFR 75.322(d) to obtain, reproduce, publish, or otherwise use the data produced under a federal award; and to authorize others to receive, reproduce, publish, or otherwise use such data for federal purposes.

Medical Accuracy Review

During Phase I, programs must submit all program materials for both the intervention and control/comparison groups to FYSB for a formal review for medical accuracy and completeness. These materials include, but are not limited to, teacher manuals, student booklets, scripts and role plays, videos, podcasts, Power Point presentations, posters, pamphlets, and handouts. During this review process, grantees will be notified of any content that needs to be modified, updated, or corrected. Programs are expected to comply with these recommendations. Programs will not be able to use any materials until after the medical accuracy review is complete and all required modifications have been made. Programs will be expected to obtain approval and finalize all program materials prior to beginning of the implementation period in Phase II. Programs will not be permitted to make changes to materials after final approval. FYSB's request for grantees to submit materials for medical accuracy review is subject to OMB approval under the PRA. FYSB will obtain OMB approval prior to the request for materials.

Performance Measures

FYSB uses one standard set of performance measures to collect uniform data from all PREP programs, including PREIS. The primary purpose of the performance measures is for program monitoring, improvement, and reporting. FYSB does not intend to use performance measures to evaluate program effectiveness or impact. The effectiveness and impact of PREIS programs will be determined by the rigorous evaluations only.

The current set of performance measures is being revised. FYSB plans to release the revised performance measures, along with the data collection instrument, approximately 90 days after grants are awarded. FYSB will be seeking approval from OMB for information collection under the PRA on PREP performance measures.

NOTE: Consistent with the PRA of 1995, (44 U.S.C. §§ 3501-3521), under this FOA, FYSB will not conduct or sponsor – and a person is not required to respond to - a collection of information covered by such Act, unless it displays a currently valid OMB control number. FYSB will be seeking approval of its PREP performance measures through the OMB Office of Information and Regulatory Affairs (OIRA). FYSB will not request this information if these data indicators are not approved at the time that reports are due. Please see Section VI.3. Reporting for more information.

After FYSB receives OMB approval, PREIS programs will be required to report performance measures on a semi-annual basis. Programs will be responsible for ensuring that all staff involved in data collection, management, and reporting activities are adequately trained. FYSB will offer trainings to programs on how to collect, report, and use performance measure data for continuous quality improvement purposes. For the purposes of this FOA, continuous quality improvement is defined as a continuous and ongoing effort to achieve measurable

improvements in the efficiency, effectiveness, performance, accountability, outcomes, and other indicators of quality in services or processes.[8]

The performance measures that PREIS grantees will use will be based on the current set of PREP performance measures that are currently undergoing revision. The categories and types of performance measures are listed below:

Structure, Cost, and Support

- Implementation challenges and needs for technical assistance
- PREP and non-PREP funding
- Number of facilitators who received training
- Number of facilitators who were observed
- Number of intended program delivery hours
- Target populations
- Adult preparation subjects

Participants' Characteristics, Perceptions of Program Experiences, and Perceptions of Program Effects

- Participants' characteristics and demographics
- Measures of risky sexual behaviors (such as whether the participant ever engaged in sexual intercourse and whether contraception was used)
- Perceptions of program experiences: Program participants' experiences with peers and program facilitators
- Perceptions of program effects: Program participants' perceptions of how the PREP program might have affected their sexual behaviors and preparation for adulthood

Measures of Attendance, Reach, and Dosage

- Number of completed cohorts
- Number of program hours intended and delivered for each cohort
- Number of youth who ever attended, by setting
- Number of youth completing at least 75 percent of intended program hours
- Specific characteristics of population majority (such as involvement in foster care or juvenile justice)

PREIS programs are expected to check local and state laws, policies, and procedures to ensure that the collection of performance measure data is feasible and obtain any necessary permissions (e.g., formal agreements with partners, IRB approval, copies of school district approvals) to collect these data before the end of the planning period (Phase I). All programs must obtain IRB approval for the performance measures and ensure confidentiality and the security of the data collected. All programs must indicate their agreement to collect and report performance measures. Once FYSB has received OMB approval, failure to collect and report on the full set of performance measures at any time during the grant period may result in loss of continued funding.

Rigorous Evaluation

During Phase I, programs will work with ACF to refine, improve, and modify evaluation plans

for the project, obtain IRB approval, and develop, refine, and (if necessary) pilot instruments. The entire evaluation plan must be submitted to ACF for review and approval before the end of Phase 1. Grantees should expect questions and modifications before approval. Grantees will be responsible for ensuring that all implementation sites understand the design and agree to their proposed role in the design (e.g., treatment or control/comparison). Grantees will also be expected to document program implementation and delivery.

During Phase II, grantees will conduct fidelity monitoring, process observations, obtain consent (and assent, when appropriate) collect data from all cohorts of participants, continue recruitment and retention, tracking, and follow-up efforts, and submit annual evaluation reports. Grantees will be expected to continuously monitor attrition through all data collection points, noting the reasons and number of participants who were not retained.

In Phase III of the project, grantees have the option of providing the full intervention to current or previous control group participants. If this option is chosen, grantees must indicate it in their plans and included all related costs in proposed budget. In the final year of the project, programs will submit a final evaluation report and disseminate evaluation findings through regional and/or national presentations and peer-reviewed publications.

Programs are expected to recruit a sample close to what was in their approved research design to ensure they have adequate power to detect impacts. As part of the rigorous evaluation requirements, grantees may also be required to use uniform forms and templates for the submission of a) evaluation plans, which may include evaluation abstracts and analysis plans; b) evaluation update reports; and c) final evaluation reports for FYSB review. All of these templates and reports are subject to OMB approval under the PRA. FYSB will obtain OMB approval prior to use.

For more information on application requirements specific to this FOA, please refer to Section IV.2. The Project Description. FYSB is conducting a pre-application conference call for all parties interested in applying for the PREIS Program. For more information, please refer to Section VIII. Pre-Application Conference for more information.

GLOSSARY OF TERMS

For purposes of this FOA, the following definitions are applicable:

Activities – All the actions needed to prepare for and carry out the program. This includes program and financial management, intervention activities, training activities, and staff debriefings.

Adaptation – The modification of an evidence-based intervention that has been developed for a single, demographic, ethnic, linguistic, and/or cultural group for use with other groups.

Age-appropriate – The term "age-appropriate," with respect to the information in pregnancy prevention, means topics, messages, and teaching methods suitable to particular ages or age groups of children and adolescents based on developing cognitive, emotional, and behavioral capacity typical for the age or age group.

Capacity – The resources (i.e., staff, skills, facilities, finances, technology, partnerships capabilities, and other resources) an organization has to implement a program.

Core Components – Program characteristics that must be kept intact when an intervention is

being replicated or adapted for it to produce program outcomes similar to those demonstrated in the original evaluation research.

Continuous Quality Improvement -- A continuous and ongoing effort to achieve measurable improvements in the efficiency, effectiveness, performance, accountability, outcomes, and other indicators of quality in services or processes

Dissemination – The distribution of program information with the aim of encouraging program adoption in real-world service systems or communities.

Effectiveness – The impact of a program under conditions that are likely to occur in a real world implementation.

Evidence-based Program Models – Program models for which systematic empirical research or evaluation has provided evidence of effectiveness. The listing of evidence-based program that the Department of Health and Human Services has identified as having met the standards to be considered effective and eligible for funding for replication is available at http://tppevidencereview.aspe.hhs.gov/EvidencePrograms.aspx.

Fidelity – The degree to which an intervention is delivered as designed. Faithfulness with which a curriculum or program is implemented; that is, how well the program is implemented without compromising its core content that is essential for the program effectiveness.

Fit – Compatibility between a program and the youth and community to be served.

Implementation – The process of introducing and using interventions in real-world service settings, including how interventions or program are adopted, sustained and taken to scale.

Innovation – New products, programs, ideas, or practices that are implemented, adopted or disseminated within groups, organizations, or networks.

Manualize – To officially record all program materials into a format that can be distributed for replication.

Medically Accurate and Complete – Verified or supported by research conducted in compliance with accepted scientific methods; and published in peer-reviewed journals, where applicable or comprising information that leading professional organizations and agencies with relevant expertise in the field recognize as accurate, objective, and complete.

Memorandum of Understanding (MOU) – A written statement from a stakeholder organization or individual describing a commitment, including possibly a financial role, in supporting the implementation of a program.

Objectives – The specific changes expected as a result of the program.

Performance Measures – Indicators that are designed to collect data for program monitoring, improvement, and reporting purposes.

Quasi-experimental Design Study – Evaluation design in which subjects enrolled in the intervention are matched to similar subjects that are not receiving the intervention (other quasi-experimental designs also exist).

Randomized Assignment Study (also known as random controlled trial (RCT) and experimental study) – Evaluation design in which individuals, families, classrooms, schools,

and/or communities are randomly assigned to intervention and control groups.

Stakeholders – Individuals and organizations that have a shared interest in the program results. Stakeholders include participants, families, staff and volunteers, funders, and community organizations that share the program vision and are actively committed to the program through a MOU.

Systematic Review – A literature review that tries to identify, appraise, select and synthesize all high-quality research evidence relevant to a research question.

Training and Technical Assistance – For the purposes of this FOA, the provision of training, advice, and/or assistance pertaining to the initiation, operation, or implementation of the proposed program.

Work Plan – A written list of all of a program's activities, broken down by resources, personnel, delivery dates, and accomplishments.

References

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[6] McManus, A. Health promotion innovation in primary health care. *The Australasian Medical Journal*. 2013;6(1):15-18. doi:10.4066/AMJ.2013.1578.

[7] Centers for Disease Control and Prevention: Adverse Childhood Experiences (ACE) Study, Major Findings http://www.cdc.gov/ace/findings.htm

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II. Federal Award Information

Funding Instrument Type: Cooperative Agreement
Estimated Total Funding: $11,900,000
Expected Number of Awards: 13

Award Ceiling:	$975,000 Per Budget Period
Award Floor:	$550,000 Per Budget Period
Average Projected Award Amount:	$762,500 Per Budget Period
Anticipated Project Start Date:	09/30/2016

Length of Project Periods:

| Length of Project Period: | 60-month project with five 12-month budget periods |

Additional Information on Awards:
Awards made under this announcement are subject to the availability of federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period, or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors.*

Note: For those programs that require matching or cost sharing, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A recipient's failure to provide the required matching amount may result in the disallowance of federal funds.** See *Section III.2.* of this announcement for information on cost-sharing or matching requirements.

Non-competing continuation awards will be offered for the remaining four budget periods of the project based on the availability of funds, satisfactory progress of the grantee, and review and approval of the continuation applications.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement

In cooperative agreement awards, the Federal Government is seen as a partner of the grantee and has substantial involvement in the project. ACF will provide an ample amount of support to ensure that the project and the evaluation are successful at no cost to the grantees. ACYF/FYSB will provide substantial involvement beyond the usual communication, such as conference calls and site visits. ACYF/FYSB will work in partnership with the grantee and provide support to ensure success by:

- Conducting monthly meetings with grantees to ensure program outcomes are achieved;
- Providing programmatic technical assistance to support grantees in meeting PREIS requirements;
- Providing subject matter expertise and resources;

- Reviewing and providing feedback on implementation and evaluation plans (FYSB will obtain OMB clearance for templates used to submit evaluation plans);
- Providing both group and individualized technical assistance;
- Using webinars and other distance learning technology to provide trainings and resources;
- Establishing a community of learning among grantees;
- Disseminating lessons learned and best practices; and
- Reviewing grantee manuscripts prior to submission for publication in a peer reviewed journal.

III. Eligibility Information

III.1. Eligible Applicants

The following types of organization are eligible to apply:

- State governments
- County governments
- City or township governments
- Special district governments
- Independent school districts
- Local and regional school districts
- Public and state controlled institutions of higher education
- Native American tribal governments (federally recognized)
- Public housing authorities/Indian housing authorities
- Nonprofits having 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For-profit organizations other than small businesses
- Local affiliates of national organizations
- Small businesses

Applications from collaboratives and/or consortiums must identify a primary applicant responsible for administering the grant. A primary applicant must be named in the application and the application must include an MOU for each partnering organization.

ACYF/FYSB strongly encourages applications from Indian tribes, tribal organizations, and tribal entities, including Indian schools and tribal colleges and universities and entities that target services to marginalized youth populations.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors*.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement. Faith-based organizations are encouraged to review the ACF Policy on Grants to Faith-Based Organizations at: http://www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizations.

See *Section IV.2. Legal Status of Applicant Entity* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

III.3. Other

Application Disqualification Factors
Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification
Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period as stated in *Section II. Federal Award Information,* will be disqualified

from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Required Electronic Application Submission
ACF requires electronic submission of applications at www.Grants.gov**. Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "Request an Exemption from Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission.*

Missing the Application Deadlines (Late Applications)
The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the *Overview and* in *Section IV.4. Submission Dates and Times.* Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the www.Grants.gov validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via www.Grants.gov, the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and *in Section IV.4. Submission Dates and Times.* Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Notification of Application Disqualification
Applications that are disqualified under these criteria are considered to be "non-responsive" and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

IV. Application and Submission Information

IV.1. Address to Request Application Package

FYSB Operations Center
c/o F2-Solutions
Attn: PREIS FOA
1401 Mercantile Lane
Suite 410
Largo, MD 20774
Phone: 1-855-792-6551

Electronic Application Submission:
The electronic application submission package is available in the FOA's listing at
www.Grants.gov.

Applications in Paper Format:
For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the Application Package available in the FOA's Grants.gov synopsis at www.Grants.gov. They are also available at http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1. See *Section IV.2.Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):
Available at the Grants.gov Forms Repository website at
http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1.

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) for assistance at www.gsa.gov/fedrelay.

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS
In FY 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via www.Grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:
Authorized Organizational Representative (AOR)
AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

AOR authorization is part of the registration process at www.Grants.gov. where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Awards Management (SAM).

Point of Contact
In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist
Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

Accepted Font Style
Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font.

Page Limitations
Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:". *Page* limitation(s) do not include SFs and OMB-approved forms.

All applications must be double-spaced. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

Application Elements Exempted from Double-Spacing Requirements

The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the table of contents, the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

Adherence to FOA Formatting, Font, and Page Limitation Requirements
Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

In instances where formatting and font requirements are not adhered to, ACF uses a formula to determine the actual number of pages to be removed. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed. Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

NOTE: Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

Copies Required
Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

Signatures
Applicants submitting electronic applications must follow the registration and application submission instructions provided at www.Grants.gov.

The original of a paper format application must include original signatures of the

authorized representatives.

Accepted Application Format
With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

With the exception of Standard Forms (SFs) and OMB-approved forms, the application submission in its entirety (Project Description and Appendices files) is limited to 110 pages.

Project Description - The suggested page length for the project description is 70 pages and must include the following:

1. Table of Contents
2. Abstract
3. Objectives, Outcomes, and Need for Assistance
4. Approach
5. Program Performance Evaluation Plan
6. Funded Activities Evaluation Plan
7. Organizational Capacity
8. Logic Model
9. Project Sustainability Plan
10. Line Item Budget and Budget Justification

Appendices - The suggested page length for the appendices is 40 pages and must include the following:

1. Staff and Position Data (e.g., resumes, job descriptions, organizational charts)
2. Third-party Agreements/MOU
3. Letters of Support
4. Certifications and Assurances
5. Proof of Legal Status (if applicable)
6. Indirect Cost Rate Letter (if applicable)
7. PREIS Assurances

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS
Applicants are required to submit their applications electronically unless they have
requested and received an exemption that will allow submission in paper format. See
Section IV.2. Application Submission Options for information about requesting an
exemption.

Electronic applications will only be accepted via www.Grants.gov. **ACF will not accept
applications submitted via email or via facsimile.**

**Each applicant is required to upload ONLY two electronic files, excluding SFs and
OMB-approved forms.**

File One: Must contain the entire Project Description, and the Budget and Budget
Justification (including a line-item budget and a budget narrative).

File Two: Must contain all documents required in the Appendices.

Adherence to the Two-File Requirement
No more than two files will be accepted for the review. Applications with additional
files will be amended and files will be removed from the review. SFs and
OMB-approved forms will not be considered additional files.

Application Upload Requirements
ACF strongly recommends that electronic applications be uploaded as Portable
Document Files (PDFs). One file must contain the entire Project Description and Budget
Justification; the other file must contain all documents required in the Appendices.
Details on the content of each of the two files, as well as page limitations, are
listed earlier in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge
documents together using a PDF converter software. Many recent versions of Microsoft
Office include the ability to save documents to the PDF format without need of
additional software. Applicants using the Adobe Professional software suite will be able
to merge these documents together. ACF recommends merging documents electronically
rather than scanning multiple documents into one document manually, as scanned
documents may have reduced clarity and readability.

Applicants must ensure that the version of Adobe Professional they are using is
compatible with Grants.gov. To verify Adobe software compatibility please go to
Grants.gov and click on "Support" at the top bar menu and select "Adobe Software
Compatibility", which is listed under the topic "Find Answers Online." The Adobe
verification process allows applicants to test their version of the software by opening a
test application package. Grant.gov also includes guidance on how to download a
supported version of Adobe, as well as troubleshooting instructions if an applicant is
unable to open the test application package. There is also a help page for configuring

Firefox and Chrome to open PDFs using Adobe software.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants that have received error messages while attempting to save an application package. It also addresses local network and/or computer security settings and the impact this has on use of Adobe software.

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf under "How to Apply for a Grant/Submit an Application."

Required Standard Forms (SFs) and OMB-approved Forms
Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files
Carefully observe the file naming conventions required by www.Grants.gov**. Limit file names to 50 characters (characters and spaces).** Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the Download Application Package at Grants.gov. Please also see http://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html.

Use only file formats supported by ACF
It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)

- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do Not Encrypt or Password-Protect the Electronic Application Files
If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:
The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options* for more information.

Format Requirements for Paper Applications
All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes. All pages in the application submission must be sequentially numbered.**

Addresses for Submission of Paper Applications
See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available in the Application Package posted for this FOA at www.Grants.gov.

Other versions of required Standard Forms, assurances, and certifications are available at Grants.gov http://www.grants.gov/web/grants/forms/sf-424-family.html.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
PREIS Assurances	Print and sign the assurances and submit it as an attachment to the application.	Required for all applications. The format is available in the *Appendix* section of this announcement.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
LGBTQ Accessibility Policy for Discretionary Grants	Submission is required for all applicants by the application due date.	The LGBTQ Accessibility Policy for Discretionary Grants is available in the *Appendix* section of the FOA and must be included in the "Appendices" file of the application submission.

Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
Mandatory Grant Disclosure	Submission is required for all applicants and recipients, in writing, to the awarding agency and to the HHS Office of the Inspector General (OIG) all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to: The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, ATTN: Grants Management Specialist, 330 C Street, SW., Switzer Building, Corridor 3200, Washington, DC	Mandatory Disclosures, 45 CFR 75.113

	20201 **And** U.S. Department of Health and Human Services, Office of Inspector General, ATTN: Mandatory Grant Disclosures, Intake Coordinator, 330 Independence Avenue, SW., Cohen Building, Room 5527, Washington, DC 20201	
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.
Protection of Human Subjects Assurance Identification / IRB Certification / Declaration of Exemption (Common Rule)	Submission of the required information and forms is due with the application package by the due date listed in the *Overview* and *Section IV.4. Submission Dates and Times*. If the information is not available at the time of application, it must be submitted prior to the award of	Form is available at http:// www.hhs.gov/ ohrp/ assurances/ forms/index.html. General information about the HHS Protection of Human Subjects regulations can be obtained at http://www. hhs.gov/ ohrp/ . Applicants may also contact OHRP by email (ohrp@csophs .dhhs.gov) or by phone (240-453-6900).

	a grant.	
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
DUNS Number (Unique Entity Identifier) and Systems for Award Management (SAM) registration.	A DUNS number (Unique Entity Identifier) is required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/ webform. Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period. SAM registration is available at http://www.sam.gov.	A DUNS number (Unique Entity Identifier) and SAM registration are eligibility requirements for all applicants. See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* for more information.

Non-Federal Reviewers
Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

The Project Description

The Project Description Overview

Purpose
The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Program Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions
Applicants should develop project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

General Instructions for Preparing a Full Project Description

Introduction
Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.1. Criteria.* The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced, in Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as well as data describing the needs of the target population and the proposed service area as needed. When appropriate, a literature review should be used to support the objectives and needs described in this section.

Expected Outcomes

Identify the outcomes to be derived from the project. Outcomes should relate to the overall goals of the project as described in *Section I. Program Description*. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

Primary outcomes must be related to the reduction of sexual risk-taking, teen pregnancy, and/or STIs. Applicants must propose at least one measure of sexual risk behavior that is identified by the HHS TPP Evidence Review (*e.g.,* initiation of sexual activity, frequency of sex, number of sexual partners, contraceptive use, STIs, and pregnancies and/or births) as a primary outcome. Additional information about the HHS TPP Evidence Review can be found at http://tppevidencereview.aspe.hhs.gov.

Approach

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

Applicants must provide a detailed plan for addressing PREIS requirements as referenced in *Section I. PREIS Program Design*. The plan must describe the approach the applicant proposes to take for the entire 60-month project period.

The description of the proposed project must include, at a minimum, but is not limited to, the following elements:

- Identification of the lead entity that will be responsible for administering the grant. If a collaborative approach is being proposed, the applicant should include in detail the

roles and responsibility of each project partner.

- Identification of the target population and a description of why the target population is at high risk for pregnancy including the rationale for selection of the population.
- A description of the rationale for the intervention being proposed including the theoretical framework for the model and the sexual risk and protective factors that will be addressed.
- A description of the findings that have been derived from previous evaluations of the intervention.
- Identification of at least three adulthood preparation subjects that will be incorporated into the program, the rationale for selecting the subjects, and how they will be incorporated into the intervention.
- The range of mechanisms that will be used to deliver services and the actual services themselves (i.e., school-based programs, clinic-based programs, and/or youth development programs).
- A description of why the proposed approach is innovative and how the project fills a gap in the teen pregnancy prevention research.
- A plan to deliver services that are medically accurate and age appropriate and a description of how referrals will be made to other health services.
- A description of how the program can be replicated by other communities in the future if it is successful.
- A description of how the proposed approach will be accessible and inclusive of LGBTQ youth and culturally responsive to the target population(s).
- Identification of the methods used that will ensure that facilitators/educators have been or will be formally trained in the program model and how follow-up technical assistance to facilitators/educators will be provided.
- A plan for how fidelity will be monitored during program implementation.
- A description of the estimated overall number of program participants in each year of the project. Break out the types of participants by age groups or grade levels and by race and ethnicity.
- Identification of strategies that will be used to effectively recruit, retain, and track youth participants.

Applicants must describe their organizational capacity to meet the PREIS requirements as referenced in *Section I. PREIS Program Design* including:

- A description of previous work related to the proposed activities, including the impact and outcomes of these previous projects.
- A description of previous teen pregnancy and/or STI prevention experience and any previous experience and expertise working with vulnerable high-risk youth populations.
- A description of third-parties expertise in TPP, HIV, or STI prevention projects of the same scope and size.
- A description of how any partners will be maintained and managed. A description of the capacity and partnership support to expand the geographic area, number of implementation sites, and number of participants, if necessary.

Project Timeline and Milestones

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function, or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Program Performance Evaluation Plan

Applicants must describe the plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation should monitor ongoing processes and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key processes, and expected outcomes of the funded activities. The plan may be supported by a logic model and must explain how the inputs, processes and outcomes will be measured, and how the resulting information will be used to inform improvement of funded activities.

Applicants must describe the systems and processes that will support the organization's performance management requirements through effective tracking of performance outcomes, including a description of how the organization will collect and manage data (e.g. assigned skilled staff, data management software) in a way that allows for accurate and timely reporting of performance outcomes. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed.

The applicant must specify how the collection of performance outcomes data incorporates the specific PREP Performance Measures, as referenced in *Section I. Post Award Requirements, Performance Measures,* which includes measures of attendance and dosage, participant satisfaction, participant perceptions, and structure.

Applicants must also propose a plan to monitor program delivery and the fidelity to the program model (curriculum) that is being tested. The fidelity monitoring plan must include the development of fidelity monitoring tools and routine observations.

Funded Activities Evaluation Plan

Applicants must describe the plan for rigorous evaluation of funded activities. The evaluation may be supported by a logic model. The evaluation must assess processes and progress towards the goals and objectives of the project, and whether the project is having the expected effects and impacts. The evaluation plan must specify expected outcomes and any research questions. The plan must discuss how the results of this evaluation will provide greater understanding and improvement of the funded activities. The plan must include a valid and reliable measurement plan and sound methodological design. Details regarding the proposed data collection activities, the participants, and data management, and analyses plans must be described. Applicants must describe any potential obstacles foreseen in implementation of the planned evaluation and how those obstacles will be addressed.

Evaluation Questions

Applicants must propose both primary and secondary research questions as referenced in *Section I. Program Evaluation Overview, Research Questions*, which align with the objectives and outcomes for the overall project (see *Section IV.2. The Project Description, Expected Outcomes*) and the logic model (See *Section IV.2. The Project Description, Logic Model*).

Evaluation Design

Applicants must propose a rigorous design that clearly describes a) the treatment and control/comparison conditions, b) the eligibility and screening criteria, c) the unit of assignment and procedures for assigning participants, and d) anticipated challenges and proposed solutions.

All applicants must clearly describe the treatment and control/comparison group(s) proposed for the evaluation and provide a comprehensive description of the programs and services each group will receive. See *Section I. Program Evaluation Overview, Rigorous Evaluation* for more information.

Applicants must clearly describe the timing or schedule for programming and data collection for all four time points described in *Section I. Program Evaluation Overview, Methodology,* preferably including a diagram (e.g., X-->O-->X-->O-->O where X = data collection time point and O = program implementation).

Applicants must clearly outline eligibility criteria and screening criteria (if applicable) that are related to the objectives of the project and the target population. Eligibility and screening criteria may include but are not limited to age, grade level, and race/ethnicity (if this is a defining factor in the target population). Screening criteria must include prior involvement or participation in a similar intervention. Applicants will also be expected to either screen out youth who have severe mental health issues and require a more intensive intervention or remove participants who present these issues during the intervention.

Applicants must identify the unit of assignment (e.g., individual, group, or community level), provide a detailed justification for why the unit of assignment was chosen, and describe the process and procedures that will be used to assign participants. Applicants must also describe plans to track and monitor attrition.

Applicants must identify anticipated challenges specific to research design, including contamination between the treatment and control group and any potential problems with

assignment.

Methodology

As mentioned previously, the methodology section must include a description of a) the participants, b) recruitment and enrollment strategies, c) consenting procedures, d) data collection procedures, e) the methods used to collect the data (i.e., surveys, interviews, focus groups, etc.), f) the instruments and measures used to assess the variables of interest, and g) the measures used to protect confidentiality and privacy.

Applicants must provide a clear description of the participants (including a target number for both treatment and control/comparison groups) and plans that describes how both the intervention and control groups will be recruited and enrolled in the study. The plan must outline the process participants will go through from recruitment through enrollment, specifying the time between both periods.

Applicants must describe plans for obtaining IRB approval for all data collection instruments and procedures from local institutions (see *Section I. Program Evaluation Overview, Rigorous Evaluation* for more information). Applicants must also describe plans for obtaining parental consent before enrollment and student assent before data collection (if necessary).

Applicants must describe the process for developing, modifying, and/or validating instruments that will be used to assess the outcomes specified in the research questions.

Retention and Tracking

The retention and tracking plan must clearly identify the strategies the applicants propose to use and the project staff responsible for retention and tracking, and the percentage of time staff are expected to devote to retention and tracking efforts. Applicants must describe all tracking and retention strategies that they will use (i.e., social media, web-based, in-person follow-up in the school and community, and school personnel). Applicants are also expected to describe anticipated challenges specific to retention and tracking and propose solutions to address these challenges.

Data Management

The data management plan must clearly describe procedures for a) data entry, b) data verification, and c) data cleaning. The data entry procedures included in the plan must address how the applicant proposes to handle incomplete data (e.g., missing and non-missing). The data verification procedures described in the plan must specify the frequency of verification checks and the proportion of the data (e.g., 5 percent, 10 percent, 100 percent) that will be verified to ensure that no errors were made during data entry. The data cleaning procedures described in the plan must be designed to clearly identify all errors and inconsistencies. The applicant must propose a data cleaning process to resolve data issues prior to analysis. Consistent with continuous quality improvement, the plan must allow for reporting of patterns of errors and inconsistencies to staff in order to improve processes and minimize future errors.

Data Analysis

Applicants must propose a data analysis plan to detect significant differences between the treatment and the control/comparison group. The plan must include a) how both groups will

be matched on similar demographics to ensure that the differences detected are attributed to the intervention (baseline equivalency), b) the sampling technique, c) power analysis estimates that includes the effect size and the sample size, and d) the proposed statistical analyses for each evaluation question.

Applicants must describe the sampling technique (e.g., simple random sampling, stratified sampling, systematic) and a power analysis estimate that is consistent with the study design. The power analysis estimate must include the minimum acceptable effect size and the sample size. For the purposes of this FOA, the minimum acceptable effect size is the minimum level of change that the evaluation design must be able to detect. Applicants must propose challenges and solutions for data management and analysis which includes, but is not limited to, missing data, confounds, and selection bias.

Geographic Location

Describe the precise location of the project and boundaries of the area to be served by the proposed project.

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the electronic application submission.

Logic Model

Applicants must submit a logic model for designing and managing their project. A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. While there are many versions of logic models, for the purposes of this announcement the logic model should summarize the connections between the:

- Goals of the project (e.g., objectives, reasons for proposing the interventions, if applicable);
- Assumptions (e.g., beliefs about how the program will work and its supporting resources. Assumptions should be based on research, best practices, and experience);
- Inputs (e.g., organizational profile, collaborative partners, key staff, budget);
- Target population (e.g., the individuals to be served);
- Activities (e.g., approach, listing key intervention, if applicable);
- Outputs (i.e., the direct products or deliverables of program activities); and
- Outcomes (i.e., the results of a program, typically describing a change in people or systems).

Project Sustainability Plan

Applicants must propose a plan for project sustainability after the period of federal funding ends. Grantees are expected to sustain key elements of their grant projects, e.g., strategies or services and interventions, which have been effective in improving practices and those that have led to improved outcomes for children and families.

Describe the approach to project sustainment that will be most effective and feasible. Describe the key individuals and/or organizations whose support will be required in order to sustain program activities. Describe the types of alternative support that will be required to sustain the planned program. If the proposed project involves key project partners, describe how their cooperation and/or collaboration will be maintained after the end of federal funding.

Organizational Capacity
Provide the following information on the applicant organization and, if applicable, on any cooperating partners:
- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- List of Board of Directors;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;
- Job descriptions for each vacant key position.

Protection of Sensitive and/or Confidential Information

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

Dissemination Plan

Applicants must propose a plan to disseminate reports, products, and/or grant project outputs so that project information is provided to key target audiences. Dissemination plans must include:

- Dissemination goals and objectives;
- Strategies to identify and engage with target audiences;
- Allocation of sufficient staff time and budget for dissemination purposes;
- A preliminary plan to evaluate the extent to which target audiences have received project information and have used it as intended.

Third-Party Agreements

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are **not** considered to be third-party agreements. Third-party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Letters Of Support

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions must be included in the application package.

Plan for Oversight of Federal Award Funds

Provide a plan describing how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations. Applicants must identify staff that will be responsible for maintaining oversight of program activities, staff, and partner(s). Applicants must describe procedures and policies used to oversee staff and/or partners/contractors.

Describe organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget

justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Special Note: *The Consolidated Appropriations Act, 2016, (Division E, Title VII, General Provisions – Government-Wide), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is $185,100. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

Provide a budget using the 424A and/or 424C, as applicable, for each year of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for the first year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Applicants must provide a budget for Year One of the project. A minimum of 20 percent of funds must be dedicated towards evaluation activities.

If applicants are proposing a collaborative or a consortium, a budget from each project partner must be included.

Applicants must budget the costs for 2-3 staff persons to attend the TPP Grantee Conference held in the Washington, DC area, and for at least 2 staff persons to attend a minimum of one of three topical training per year.

General

Use the following guidelines for preparing the budget and budget justification. Both federal and non-federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-federal resources" are all other non-ACF federal and non-federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget. The budget justification

should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent: annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

Travel

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

Justification: For each trip show the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the applicant organization's regular written accounting practices.)

Justification: For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than $5,000.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients are required to use 45 CFR 75.328 procedures and must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at $150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: consultant costs, local travel; insurance; food (when allowable); medical and dental costs (noncontractual); professional services costs (including audit charges); space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description, and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

   1) The applicant currently has an indirect cost rate approved by the Department of
   Health and Human Services (HHS) or another cognizant federal agency.

Note: An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

   2) Per 45 CFR § 75.414(f) Indirect (F&A) costs, "any non-Federal entity [i.e.,
   applicant] that has never received a negotiated indirect costs rate, … may elect to charge
   a de minimis rate of 10% of modified total direct costs (MTDC) which may be used
   indefinitely.   As described in § 75.403, costs must be consistently charged as either
   indirect or direct costs, but may not be double charged or inconsistently charged as both.
   If chosen, this methodology once elected must be used consistently for all Federal
   awards until such time as a non-Federal entity chooses to negotiate for a rate, which the
   non-Federal entity may apply to do at any time."

Justification: This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent de minimis. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

Commitment of Non-Federal Resources

Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424.

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for

proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

Justification: If an applicant is relying on match from a third party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item18. "Estimated Funding ($)" on the SF-424.

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards). **A recipient's failure to provide a statutorily required matching amount may result in the disallowance of federal funds.**

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application's scoring under the evaluation criteria in *Section V.1.* of this announcement.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description and Budget/Budget Justification information collection is approved under OMB control number 0970-0139, expiration date is 01/31/2019. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov
Additional guidance on the submission of electronic applications can be found at http:// www.grants.gov /web /grants /applicants /apply- for- grants.html.

After a grant application package is submitted to www.Grants.gov, a confirmation screen will appear on the applicant's computer screen. This screen confirms that an application has been submitted an application to Grants.gov. This page also contains a tracking number to identify the status of the application submission in the Track My Application feature.

When the application has completed the Grants.gov submission process, Grants.gov will send email messages to advise the applicant of the progress of the application through its system. **Over the next two business days, an applicant should receive two emails from Grants.gov:**

- **Submission Receipt Email**: Confirms successful receipt of the application by the Grants.gov system and indicates the application's status as "Received."
- **Submission Validation** –OR– **Rejection with Errors Email**: Indicates that the application was either successfully validated or rejected by Grants.gov. Either the application has been successfully validated by the system prior to transmission to the grantor agency or the application has been rejected due to errors.

Application Validation at www.Grants.gov

After an application has been successfully submitted to www.Grants.gov, it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at www.Grants.gov for more information.

Each time an application is re-submitted to www.Grants.gov, the applicant will receive a new **Submission Receipt Email**. Only applications with on-time date and time stamps in Submission Receipt Email, and that pass validation, will be transmitted to ACF. Applications that are submitted on time that fail the validation check are not be transmitted to ACF and will not be acknowledged.

NOTE: The Grants.gov validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review.

Similarly, if an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date, and the resubmitted application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

Grants.gov Support Center

- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Support Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Support Center is closed on federal holidays.
- Applicants should always retain Grants.gov Support Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Support Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. HHS Awarding Agency Contact(s)* will determine whether the submission issues are due to Grants.gov system errors or user error.**

Issues with Federal Systems
For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance
at https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf.

Request an Exemption from Required Electronic Application Submission
ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. HHS Awarding Agency Contact(s)* in this announcement.

Requests for exemption from required electronic application submission will be acknowledged with an approval or disapproval.

Requests that do not state one of the two listed reasons will not be approved.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants must request a new exemption from required electronic submission for any succeeding FFY.

Please Note: electronicappexemption@acf.hhs.gov **may only be used to request an exemption from required electronic submission.** All other inquiries must be directed to the appropriate agency contact listed in *Section VII*. of this announcement. Queries or requests submitted to this email address for any reason other than a request for an exemption from electronic application submission will not be acknowledged or answered.

All exemption requests must include the following information:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be *received by* ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or federal holiday, the due date for receipt of an exemption request will move to the next federal business day that follows the weekend or federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* of this announcement.

Paper Format Application Submission
An exemption is required for the submission of paper applications. See the preceding section on "*Request an Exemption from Required Electronic Application Submission.*"

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms,

certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.7.* of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m, ET, on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* in this announcement.

IV.3. Unique Entity Identifier and System for Award Management (SAM)

All applicants must have a DUNS Number (http://fedgov.dnb.com/webform) and an active registration with the System for Award Management (SAM.gov/SAM, https://www.sam.gov).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM must be active throughout the life of the award.

Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of your efforts to register for, or renew a registration, at SAM. User Guides are available under the "Help" tab at https://www.sam.gov.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these

requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

IV.4. Submission Dates and Times

Due Dates for Applications
Due Date for Applications: **06/27/2016**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Other, Application Disqualification Factors*.

Electronic Applications
The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission.*

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at: http://www.grants.gov/web/grants/applicants/apply-for-grants.html.

Applications submitted to www.Grants.gov at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

Mailed Paper Format Applications
The deadline for receipt of mailed, paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications
Applications that are hand-delivered by applicants, applicant couriers, by

overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.7.Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Emergency Extensions
ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. HHS Awarding Agency Contact(s)*.

Acknowledgement from www.Grants.gov
Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission. Receipt of this email does not indicate that the application is accepted or that is has passed the validation check.

Applicants will also receive an email acknowledging that the received application is in the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and

validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.

See "What to Expect After Submitting" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:
Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application:
ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.5. Intergovernmental Review

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

IV.6. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. (45 CFR §75.442)

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR §75.460)

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

A minimum of 20 percent of FYSB funds must be used for evaluation activities. For more information, see *Section I. Program Evaluation Overview.*

Funds under this announcement cannot be used for the following purposes:

- To supplant or replace current public or private funding.
- To supplant ongoing or usual activities of any organization involved in the project.

IV.7. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Submission By Mail
FYSB Operations Center
c/o F2-Solutions
Attn: PREIS FOA
1401 Mercantile Lane
Suite 410
Largo, MD 20774

Hand Delivery
FYSB Operations Center
c/o F2-Solutions
Attn: PREIS FOA
1401 Mercantile Lane
Suite 410
Largo, MD 20774

Electronic Submission
See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via http://www.Grants.gov.
For all submissions, see *Section IV.4. Submission Dates and Times.*

V. Application Review Information

V.1. Criteria

Please note: Reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the

objective review.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

Program Performance Evaluation	Maximum Points:8

In reviewing the program performance evaluation plan, reviewers will consider the extent to which the applicant provides an effective plan for monitoring program performance as described in *Section IV.2 The Project Description, Program Performance Evaluation Plan.*

1. The applicant clearly describes its capacity (*e.g.*, staff and experience) to collect, aggregate, and submit performance measure data on a semi-annual basis. (0-2 points)
2. The applicant proposes a detailed data collection strategy for performance measures that includes: a) plans to consult with implementation sites and key partners to confirm the feasibility of collecting the measures, and b) plans to use performance measure data for continuous quality improvement. (0-4 points)
3. The applicant proposes a realistic fidelity monitoring plan to ensure that the program model is being implemented as designed. (0-2 points)

Rigorous Evaluation Plan	Maximum Points:22

In reviewing the rigorous evaluation plan, reviewers must consider the extent to which the applicant provides an effective plan for evaluation of the program as described in *Section I. Program Evaluation Overview* and *Section IV.2. The Project Description, Funded Activities Evaluation Plan.*

1. The applicant proposes a plan for program implementation and delivery that includes identifying and documenting core components of the program model, the type of youth, the setting, and the context that the curriculum is developed/modified for, and the schedule of program delivery. (0-2 points)
2. The applicant proposes both primary and secondary evaluation questions that align with the objectives and outcomes for the overall project (see *Section IV.2 The Project Description, Expected Outcomes*). (0-2 points)
3. The applicant proposes an evaluation design that clearly describes a) the treatment and control/comparison conditions, b) the eligibility and screening criteria, and c) the point of assignment and procedures for assigning participant. (0-4 points)
4. The applicant clearly describes a methodology that includes a clear description of the participants (including a target number for both intervention and control groups), recruitment and enrollment plans, the IRB approval and consenting

procedures, instruments and measures, and data collection procedures. (0-4 points)

5. The applicant clearly describes the retention and tracking plan that includes retention and tracking strategies and the capacity (e.g., staff and experience) to conduct retention and tracking efforts through the project period. (0-2 points)

6. The applicant describes a data management plan that clearly describes procedures for a) protecting the privacy of all data, b) data entry, c) data verification, and d) data cleaning. (0-2 points)

7. The applicant clearly describes an analysis plan that includes a) procedures for establishing baseline equivalency, b) a sampling technique, c) power analysis strategy that includes an estimate of the effect size the sample size, and d) the statistical analyses to answer each evaluation question. (0-4 points)

8. The applicant clearly describes anticipated challenges with the rigorous evaluation, and proposes practical and reasonable solutions to address those challenges. At least one challenge in the following areas must be included: evaluation design (assignment), recruitment, retention and tracking, and analysis. (0-2 points)

Budget and Budget Justification	Maximum Points:5

In reviewing the budget and budget justification, reviewers will consider the extent to which:

1. The applicant includes a budget that details the itemized expenses for the project and a budget justification that clearly states how each itemized expense will be used. (0-2 points)

2. The budget clearly demonstrates how cost estimates were derived. (0-1 point)

3. The applicant demonstrates that the budget includes at least 20 percent for funds for evaluation. (0-1 points)

4. The applicant demonstrates that the budget includes funds to support attendance at the grantee meeting and topical training. (0-1 points)

Objectives, Outcomes and Need for Assistance	Maximum Points:18

In reviewing the objectives, outcomes, and need for assistance, reviewers will consider the extent to which:

1. The applicant clearly describes a need for the proposed project and includes relevant teen pregnancy and/or birth data and other relevant data. (0-2 points)

2. The applicant clearly describes the objectives of the project and identifies how the objectives align with the overall objectives of the PREIS program (see *Section I. PREIS Program Overview, PREIS Program Goal and Objectives)*. (0-3 points)

3. The applicant clearly defines and justifies the geographic area(s) to be served by the project, based on factors such as the key socioeconomic and demographic characteristics of the targeted community as it relates to the program. (0-2 points)

4. The applicant clearly identifies the target population and the rationale for selecting the population, and provides a description of what makes the target population at high risk of pregnancy (see *Section I. PREIS Program Overview, Target Population)*. (0-3 points)

5. The applicant clearly identifies a reasonable estimate of the overall program participants expected to participate in each year of the project (for the treatment and the control/comparison groups) and breaks out the participants by age groups or grade levels, race, and ethnicity. (0-3 points)
6. The applicant clearly identifies realistic outcomes expected for the proposed project including a primary outcome (see *Section IV.2.The Project Description, Expected Outcomes*). (0-3 points)
7. The applicant presents a well-defined and realistic logic model that demonstrates a sound relationship between planned project activities and intended outcomes and outputs (see *Section IV.2. The Project Description, Logic Model*). (0-2 points)

Approach	Maximum Points:27

In reviewing the approach, reviewers will consider the extent to which:

1. The applicant provides a clear and reasonable timeline for conducting the proposed activities, including major milestones/accomplishments and target dates (see *Section I. PREIS Program Overview, PREIS Program Timeline*). (0-2 points)
2. The applicant provides a detailed rationale for the selection of the intervention being proposed, including the theoretical framework for the model. (0-3 points)
3. The applicant clearly presents findings that have been derived from previous studies of the intervention model that demonstrate promising evidence of effectiveness. (0-2 points)
4. The applicant provides a detailed rationale for why the proposed approach is innovative and how it fills a gap in the teen pregnancy prevention research. (0-3 points)
5. The applicant clearly identifies and provides a realistic rationale for the selection of at least three adulthood preparation subjects that will be incorporated into the program and details how the selected subjects will be incorporated into the intervention (see *Section I. PREIS Program Design, Adulthood Preparation Subjects)*. (0-3 points)
6. The applicant provides a detailed and reasonable description of the mechanism(s) that will be used to deliver services. (0-2 points).
7. The applicant clearly identifies the sexual risk and protective factors that will be addressed by the project. (0-2 points)
8. The applicant describes a reasonable plan for ensuring all program materials used are medically accurate and age appropriate. (0-2 points)
9. The applicant clearly describes the methods used that will ensure that facilitators/educators who will deliver the program(s) have been or will be formally trained in the program model and how follow-up technical assistance to facilitators/educators will be provided. (0-2 points)
10. The applicant clearly describes a detailed dissemination plan for program and evaluation outcomes. (0-2 points).
11. The applicant provides a detailed strategy for sustainability that includes how the proposed project will create self-sufficiency to ensure that the project will continue after federal assistance has ended. (0-2 points)

12. The applicant provides a clear strategy for how referrals to other health services will be made and tracked. (s*ee Section I. PREIS Program Design, Access to Healthcare and Other Services*). (0-2 points)

Organizational Profile	Maximum Points:20

In reviewing the organizational profile, reviewers will consider the extent to which:

1. The applicant provides strong evidence of relevant experience and expertise providing teen pregnancy, STI, or HIV/AIDS prevention services and includes the outcomes from previous projects. (0-3 points)
2. The applicant provides strong evidence of sufficient experience and expertise working with vulnerable high-risk youth populations. (0-3 points)
3. The application strongly documents the ability and expertise of the proposed project director or principal investigator, key staff, and if applicable, partnering organizations, to carry out the program and evaluation activities of a project of this scope and complexity, including recruiting and retaining a substantial number of participants from the target population. (0-3 points)
4. The proposed project director or principal investigator clearly demonstrates sufficient experience in supervising and managing the implementation of rigorous evaluation studies and in conducting continuous quality improvement activities. (0-3 points)
5. The applicant clearly documents the roles, responsibilities, and time commitments of each proposed project staff position, including consultants, subcontractors, and/or partners. The documentation is well-defined and appropriate to the successful implementation of the proposed project. (0-3 points)
6. The applicant clearly describes a realistic strategy for managing and maintaining any partners and includes a detailed partnership agreement/MOU for each project entity. (0-3 points)
7. The applicant provides a detailed description of how its fiscal and accounting procedures will ensure prudent use, proper and timely disbursement, and accurate accounting of federal funds received under this FOA. (0-2 points)

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number (www.dbn.com) and an active registration at SAM (www.sam.gov). See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)*.

Initial ACF Screening
Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3.Other, Application Disqualification Factors*.

Disqualified applications are considered to be "non-responsive" and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by

email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

Objective Review and Results
Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

Federal Awarding Agency Review of Risk Posed by Applicants
As required by 2 CFR 200 of the Uniform Guidance, effective January 1, 2016, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), https://www.fapiis.gov/, before making any award in excess of the simplified acquisition threshold (currently $150,000) over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants (http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8).

Please refer to *Section IV.2.* of this announcement for information on non-federal reviewers in the review process.

Approved but Unfunded Applications
Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications determined as approved but unfunded, notice will be given of the determination by email.

V.3. Anticipated Announcement and Federal Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date. ACF staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

VI. Federal Award Administration Information

VI.1. Federal Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.6. Funding Restrictions*.

VI.2. Administrative and National Policy Requirements

Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: http://www.acf.hhs.gov/administrative-and-national-policy-requirements.

The following provisions from Title V of the Social Security Act Section 513 apply:

Section 513(d)(2) provides that the following provisions of Title V of the Social Security Act shall apply to allotments and grants made under Section 513 to the same extent and in the same manner as such provisions apply to allotments made under section 502(c) of the Social Security Act (42 U.S.C. 702(c)):

(i)   Section 504(b)(6) of this title (relating to prohibition on payments to excluded individuals and entities). (42 U.S.C. 704(b)(6))

(ii)   Section 504(c) of this title (relating to the use of funds for the purchase of technical assistance). (42 U.S.C. 704(c))

(iii)   Section 504(d) of this title (relating to a limitation on administrative expenditures). (42

U.S.C. 704(d))

(iv)   Section 506 of this title (relating to reports and audits). (42 U.S.C. 706, but only to the extent determined by the Secretary to be appropriate for grants made under this section.)

(v)   Section 507 of this title (relating to penalties for false statements). (42 U.S.C. 707)

(vi)   Section 508 of this title (relating to nondiscrimination). (42 U.S.C. 708)

VI.3. Reporting

Recipients under this FOA will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at http://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2.

For planning purposes, the frequency of required reporting for awards made under this announcement are as follows:

Performance Progress Reports: Semi-Annually
Financial Reports: Semi-Annually

VII. HHS Awarding Agency Contact(s)

Program Office Contact
Jessica Johnson
Administration for Children and Families
Administration on Children, Youth and Families
Family and Youth Services Bureau
330 C Street, SW.
Washington, DC 20201
Phone: (202) 260-6627
Email: jessica.johnson@acf.hhs.gov

Office of Grants Management Contact
Katrina Morgan
Administration for Children and Families
Office of Grants Management
330 C Street, SW.
Washington, DC 20201
Phone: (202) 401-5127
Email: Katrina.Morgan@acf.hhs.gov

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) at www.gsa.gov/fedrelay.

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) http://www.hhs.gov/.

HHS Grants Forecast http://www.acf.hhs.gov/ hhsgrantsforecast/index.cfm.

Administration for Children and Families (ACF) http://www.acf.hhs.gov/.

ACF Grants Homepage https://www.acf.hhs.gov/ grants.

ACF Funding Opportunities http://www.acf.hhs.gov/grants/open/foa/.

ACF "How to Apply for a Grant" https://www.acf. hhs.gov/ grants/ how-to-apply-for-grants.

Catalog of Federal Domestic Assistance (CFDA) https://www.cfda.gov/.

For submission of a paper format application, all required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page through https://www. acf.hhs.gov/grants-forms.

Standard grant forms are available at the Grants.gov Forms Repository webpage at http:// www.grants.gov/web/ grants/forms/sf-424- family.html.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www.grants.gov/web/grants/accessibility-compliance.html

Code of Federal Regulations (CFR) http://www.ecfr.gov/.

The *Federal Register* https://www.federalregister.gov/.

United States Code (U.S.C.) http://uscode.house.gov/.
The following resources are available to all applicants:

Personal Responsibility Education Program Evaluation http://www.acf.hhs.gov/programs/fysb /programs/adolescent-pregnancy-prevention/evaluation

Family and Youth Services Bureau, Adolescent Pregnancy Prevention Program http://www.acf .hhs.gov/programs/fysb/programs/adolescent-pregnancy-prevention

The National Clearinghouse on Families and Youth http://ncfy.acf.hhs.gov

Personal Responsibility Education Program Performance Measures http://www.prepeval.com

Pre-Application Informational Activities

FYSB will conduct a pre-application teleconference for all parties interested in responding to the FOA on Monday, May 16, 2016 from 3:00pm – 4:30pm Eastern Standard Time. The goal of the teleconference is to review the FOA to ensure that all applicants have a uniform understanding of the requirements. Pre-application teleconference log-in instructions and materials may be accessed on the ACF website at https://www.acf.hhs.gov/programs/fysb/resource/preis-2016-foa-webinar

Joining and participating in the teleconference is voluntary. There will not be a question/answer (Q &A) portion to this call. Participants will remain anonymous on the teleconference. Opting not to participate in the teleconference will not affect the application scoring or selection process. For interested applicants unable to participate in the pre-application teleconference, a recording and transcript of the pre-application conference will be posted at https://www.acf.hhs.gov/programs/fysb/resource/preis-2016-foa-webinar following the conference and at least 30 days prior to the application due date. These materials will remain available until the closing date of the announcement.

Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
PREIS Assurances	Referenced in *Appendix B*	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Commitment of Non-Federal Resources	Referenced in *Section IV.2. The Project Budget and Budget Justification*.	Submission is due by the application due date found in the *Overview* and *Section IV.4. Submission Dates and Times*.
Other Attachments	Referenced in *Section IV.2. The Project Description*.	Submission due by the application due date found in *Overview* and *Section IV.4*.

Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" entry in the table in *Section IV.2. Required Forms, Assurances and Certifications*.	Concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.
Third-Party Agreements (also, MOUs and Consortia Agreements)	Referenced in *Section IV.2. Project Description*.	If available, submission is due by the application due date found in the *Overview* and in *Section IV.4*. If not available at the time of application submission, due by the time of award.
Resumes	Referenced in *Section IV.2. The Project Description*.	Submission due by the application due date found in *Overview* and *Section IV.4*.
Proof of Non-Profit Status	Referenced in *Section IV.2. The Project Description, Legal Status of Applicant Entity*.	Proof of non-profit status should be submitted with the application package by the due date listed in the *Overview* and *Section IV.4. Submission Dates and Times*. If it is not available at the time of application submission, it must be submitted prior to the award of a grant.

Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* For electronic application submission, these forms are available on the FOA's Grants.gov page under the "Application Package" tab in the section entitled, "Mandatory." Available at http://www. grants.gov/ web/ grants/ forms. html by using the link to "SF-424 Family."	Submission is due with the application package or prior to the award of a grant.
Plan for Oversight of Federal Award Funds	Referenced in *Section IV.2. The Project Description*.	Submission due by the application due date found in *Overview* and *Section IV.4*.
Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities"	Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www. whitehouse.gov /omb /grants_spoc/ as indicated in *Section IV.5. Intergovernmental Review* of this announcement. The Executive Order and CFR require that applicants submit all required application materials to their State Single Point of Contact (SPOC) and indicate the date of submission on the SF-424 at item 19.	Submission of application materials is due to SPOC by the application due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times.*

Indirect Cost Rate Agreement (IDR)	Referenced in *Section IV.2. The Project Budget and Budget Justification*. The IDR must be submitted with the application package.	If the IDR is available by the application due date, it must be submitted with the application package. If it is not available by the application due date, listed in the *Overview* and *Section IV.4. Submission Dates and Times*, it may be submitted prior to the award of a grant.
Job Descriptions	Referenced in *Section IV.2. The Project Description*.	Submission due by the application due date found in *Overview* and *Section IV.4*.
Project Sustainability Plan	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Protection of Sensitive and/or Confidential Information	Referenced in *Section IV.2. The Project Description*.	Submission due by the application due date found in *Overview* and *Section IV.4*.
The Project Budget and Budget Justification	Referenced in *Section IV.2. The Project Budget and Budget Justification* of the announcement.	Submission is required in addition to submission of SF-424A or SF-424C. It must be submitted with the application package by the due date in the *Overview* and in *Section IV.4. Submission Dates and*

		Times.
Letters of Support	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*.
DUNS Number (Unique Entity Identifier) and Systems for Award Management (SAM) registration.	Referenced in *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* in the announcement. To obtain a DUNS number (Unique Entity Identifier), go to http://fedgov.dnb.com /webform. To register at SAM, go to http://www.sam.gov.	A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.
SF-424 - Application for Federal Assistance	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications*. For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory." Also available at http://www.grants.gov/web/ grants/ forms.html by using the link to "SF-424 Family."	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.

SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications*. For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory." Also available at http://www.grants.gov/ web/ grants/ forms.html by using the link to "SF-424 Family." These forms are ***required*** for applications under this FOA: • Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in *Section IV.2. Required Forms, Assurances, and Certifications*. For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download	If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.

	Application Package" in the section entitled, "Optional."	
	The form is available in the electronic application kit at Grants.gov	
	and at http://www.grants.gov/ web/ grants/ forms.html by using the link to "SF-424 Family."	
	If applicable, submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.	
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.*	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
	For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."	
	Also available at http://www.grants.gov/web/ grants/	

	forms.html by using the link to "SF-424 Family."	
Protection of Human Subjects Assurance Identification / IRB Certification / Declaration of Exemption (Common Rule)	Referenced in *Section IV.2. Forms, Assurances, and Certifications*. Additional information and necessary forms are available at http://www.hhs.gov/ ohrp/ assurances/ forms/ index .html. For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional." The form is also available at http:// www. grants. gov/ web/ grants/forms.html by using the link to "SF-424 Family."	Submission of the required information and forms is due with the application package by the due date listed in the *Overview* and *Section IV.4. Submission Dates and Times*. If the information is not available at the time of application, it must be submitted prior to the award of a grant.
The Project Description	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Table of Contents	Referenced in *Section IV.2. The Project Description*.	Submit with the application by the due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.

Project Summary/Abstract	Referenced in *Section IV.2. The Project Description.* The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Objectives and Need for Assistance	Referenced in *Section IV.2. The Project Description*.	Submission due by the application due date found in *Overview* and *Section IV.4*.
Outcomes Expected	Referenced in *Section IV.2. The Project Description*.	Submission due by the application due date found in *Overview* and *Section IV.4*.
Geographic Location	Referenced in *Section IV.2. The Project Description*.	Submission due by the application due date found in *Overview* and *Section IV.4*.
Approach	Referenced in *Section IV.2. The Project Description*.	Submission due by the application due date found in *Overview* and *Section IV.4*.
Project Timeline and Milestones	Referenced in *Section IV.2. The Project Description*.	Submission due by the application due date found in *Overview* and *Section IV.4*.
Program Performance Evaluation Plan	Referenced in *Section IV.2. The Project Description*.	Submission due by the application due date found in *Overview* and *Section IV.4*. ,Submission due by the application due date found in Overview and Section IV.4. ,Submission due by the application due date found in Overview and

		Section IV.4.
Funded Activities Evaluation Plan	Referenced in *Section IV.2. The Project Description*.	Submission due by the application due date found in *Overview* and *Section IV.4*.
Dissemination Plan	Referenced in *Section IV.2. The Project Description*.	Submission due by the application due date found in *Overview* and *Section IV.4*.
Organizational Capacity	Referenced in *Section IV.2. The Project Description*.	Submission due by the application due date found in *Overview* and *Section IV.4*.
Logic Model	Referenced in *Section IV.2. The Project Description*.	Submission is due with the application package by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
LGBTQ Accessibility Policy for Discretionary Grants	Referenced in the table *Section IV.2. Required Forms, Assurances and Certifications*.	Submission is due with the application package by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.

Appendix

Appendix A

Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) Accessibility Policy

Personal Responsibility Education Program Innovative Strategies

HHS-2016-ACF-ACYF-AP-1153

Submission Instructions: *All applicants submitting an application under this funding opportunity announcement must sign and submit the following LGBTQ Accessibility Policy with their application package. Print the document. It must be signed and dated by the applicant organizations Authorized Organizational Representative (AOR). Scan the document into PDF format and submit it with the application at* www.Grants.gov. *See Section IV.2. Content and Form of Application Submission, Formatting ACF Applications*, for more information on submission of this document.

As the Authorized Organizational Representative (AOR) signing this application on behalf of ***[Insert full, formal name of applicant organization]***

I hereby attest and certify that:

The needs of LGBTQ individuals are taken into consideration in applicants program design. The applicant(s) must consider how their program will be inclusive of and non-stigmatizing toward such participants. If not already in place, the applicant(s) and, if applicable, sub-awardee(s)/subcontractor(s) should establish and publicize policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin. The submission of an application for this funding opportunity reflects that the applicant(s) has/have or will have such policies in place prior to receiving the award. Award recipients should ensure that all staff members are trained to prevent and respond to harassment or bullying in all forms. Funded programs should be prepared to monitor claims, address them seriously, and document their corrective action(s) so that all participants are assured that programs are safe, inclusive, and non-stigmatizing by design and in operation./ Additionally, any sub-awardees or subcontractors are required to:

- Have in place or will have in place, within 30 days of award of the subgrant/subcontract, policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin;
- Enforce these policies;
- Ensure that all staff will be trained prior to program implementation on how to prevent and respond to harassment or bullying in all forms, and;
- Have or will have, within 30 days of grant award, a plan to monitor claims, address them seriously, and document their corrective action(s).

Insert Date of Signature:

Print Name and Title of the AOR:

Signature of AOR:

Appendix B

ASSURANCES

Personal Responsibility Education Program Innovative Strategies (PREIS)

HHS-2016-ACF-ACYF-AP-1153

All applicants submitting an application under this funding opportunity announcement must sign and submit the following certifications with their application package. Print the document. The Assurance must be signed and dated by the applicant organizations Authorized Organizational Representative (AOR). Scan the document into PDF format and submit it with the application at www.Grants.gov. *See Section IV.2. Required Forms, Assurances, and Certifications for more information on submission of this document.*

As the Authorized Organizational Representative (AOR) signing this application on behalf of [*Insert full, formal name of applicant organization*]

I hereby attest and certify or assure that:

(1) All medical materials proposed in this application and funded during the project period of this grant are medically accurate.

(2) Our organization has complied with all the PREIS requirements as outlined in *Section I. PREIS Program Overview, PREIS Program Design* of this FOA in preparing and submitting the PREIS application.

(3) Our organization and any partners and subcontractors will collect and report the full set of PREP Performance Measures.[1]

(4) Expenditure of non-federal funds for activities, programs, or initiatives for which amounts from allotments and grants under this subsection may be expended is equal to or greater than the amount they expended for such programs or initiatives for fiscal year 2015 as outlined in Section 513(a)(5) of the Social Security Act, which provides that no payment shall be made to a State from the allotment determined for the State under this subsection or to a local organization or entity awarded a grant under paragraph (4), if the expenditure of non-federal funds by the State, organization, or entity for activities, programs, or initiatives for which amounts from allotments and grants under this subsection may be expended is less than the amount expended by the State, organization, or entity for such programs or initiatives for fiscal year 2015(42 U.S.C. § 713(a)(5).

(5) Our organization and any partners agree to participate in a rigorous federal evaluation.

Insert Date of Signature:

Print Name and Title of the AOR:

Signature of AOR:

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[1] *NOTE: Consistent with the PRA of 1995, 44 U.S.C. §§ 3501-3521, under this FOA,*

FYSB will not conduct or sponsor and a person is not required to respond to - a collection of information covered by such Act, unless it displays a currently valid OMB control number. FYSB will be seeking approval of its PREP performance measures through the OMB OIRA. FYSB will not request this information if these data indicators are not approved at the time that reports are due. Please see Section VI.3. Reporting for more information.